

Legal Secretary/Assistant
West Virginia Ethics Commission
Job Description

The person holding this position must:

Maintain both electronic and paper files and logs relating to written staff legal advice and guidance, verified complaints, and informal investigations.

Maintain statistical information about complaints, investigations, and legal advice provided by staff.

Know and follow all applicable statutes, regulations, and policies regarding the Ethics Commission.

Assist the Commission's legal staff in preparing advisory opinions, correspondence and legal documents.

Draft summaries of the Commission's advisory opinions and place them on the Commission's website in numerical and topical order.

Manage the legal staff's calendar and scheduling.

Assist in answering telephone calls.

Assist the Probable Cause Review Board by drafting and maintaining agendas, orders and informal minutes;

Assist the Ethics Commission by drafting and maintaining adjudicatory session agendas, placing conciliation agreements on the Commission's website, tracking Respondents' compliance and completion of the terms of conciliation agreements, and providing quarterly status reports regarding complaints;

Provide information technology support, and

Complete all work in a timely and professional manner without close supervision.